



DEPARTMENT OF THE ARMY  
15<sup>th</sup> REGIMENTAL SIGNAL BRIGADE  
ECHO COMPANY 369TH SIGNAL BATTALION  
FORT GORDON, GEORGIA 30905-5401

REPLY TO  
ATTENTION OF:

To Whom It May Concern:

23 October 2012

This memorandum is to be used as an agreement between the Echo Company Commander and all individuals concerned about Personally Owned Vehicular Travel as a means for Soldiers to depart and/or return on Christmas Leave.

The following criteria must be met in order to pickup and return a Soldier for Christmas leave from Echo Company 369th Signal Battalion.

- The individual driving the POV is to be an adult over the age of 18 yrs old.
- The individual picking up the Soldier must be immediate family (i.e. mother, father, guardian or spouse).
- The vehicle must have valid insurance, registration and the driver must possess a valid driver's license.

Please provide the following information in the area below, signed by the person driving the vehicle and return this letter to me as soon as possible:

- Soldier's name \_\_\_\_\_
- Driver: \_\_\_\_\_ Leave Address \_\_\_\_\_  
(Print Full Name) City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_
- Relationship to soldier: Father/Mother/Guardian/Spouse (Circle appropriate one)
- Signature: \_\_\_\_\_ date: \_\_\_\_\_
- Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please fill out and return as soon as possible to prevent any delays in the processing the Soldier's leave request. The Soldier's leave form will not be approved if this letter is not returned. The only way the Soldier will be permitted to take leave is if alternate travel arrangements are made.

Soldiers will be available for pickup on the 20<sup>th</sup> of December at 7:00 a.m. at Darling Hall and must be returned by 3 January 11:59 p.m..

If you have any questions, you may contact me via commercial (706) 791-7065. DSN is 780.

Sincerely,

CURTIS L. KIMBRELL  
SC, CPT  
Commanding